

ANNEX II: TERMS OF REFERENCE

1. OBJECTIVES & EXPECTED OUTPUTS.....	2
1.1. Overall objective.....	2
1.2. Specific objectives and expected outputs to be achieved by the contractor	2
2. SCOPE OF THE WORK.....	3
2.1. General.....	3
2.2. Specific work.....	4
2.3. Project management.....	4
3. LOGISTICS AND TIMING.....	4
3.1. Start date & period of implementation of tasks	4
4. REQUIREMENTS	4
4.1. Staff	4
4.2. Office accommodation.....	5
4.3. Facilities to be provided by the contractor.....	5
4.4. Equipment.....	5
5. REPORTS	5
5.1. Reporting requirements	5
5.2. Submission and approval of reports	6

1. OBJECTIVES & EXPECTED OUTPUTS

The external service provider will provide CIHEAM Bari with methodological and technical support to develop and integrate various components targeting the peer learning among partners, (WP3 and WP5) the governance solutions, (WP4) and the international dimension of food policies (WP6).

1.1. Overall objective

The overall service complies with the overall objective of the “Food Governance and Policies at local level – FOODGaP” project, financed by Interreg NEXT MED Programme.

The tasks the external service provider must fulfil are linked to deliver the WP3, WP4, WP5 and WP6 outputs and the support the achievement of the FOODGaP results:

- Increased local public authorities’ capacities to collaborate across-sectors and actors to develop local food policies
- A transnational cooperation among local public authorities and stakeholders is strengthened and commitment agreed to develop local food policies in the Mediterranean

1.2. Specific objectives and expected outputs to be achieved by the contractor

The specific objectives of this contract for each WPs as follows:

- WP3 – Transnational capacity building for a common knowledge on food policies
 - A.3.1.2 Transnational capacity building implementation and monitoring
 - A.3.1.3 City-to-city exchange programme

Expected output the external service provider must guarantee:

- Contribute to support the connections with other cities, beyond the partnership, to improve knowledge on practical examples of food policies’ related initiatives. The external provider will thus be sharing materials and documentations and facilitating the follow up and specifically:
- 4 cities identified to promote knowledge and practice exchanges with the partners’ cities, definition of the agenda and follow up
- Collect and analyse data to monitor the progress achieved by each partner’s city.

- WP4 - Building local food systems' participatory governance models
 - A.4.1.1 Comparative analysis of participatory governance practices
 - A.4.1.2 Co-design of local governance models within the LPAs
 - A.4.1.3 Joint procedure for participatory governance models

Expected output the external service provider must guarantee:

- technical support to CIHEAM Bari to adopt and improve the methodology and procedures to design and pilot participatory governance models.

- WP5 - Pilot actions to test participatory governance models for local food policy development

- A.5.1.1 Local living labs set up: support to CIHEAM Bari to organize and deliver the training
- A.5.1.2 Piloting the local participatory governance models for local food policies development
- A.5.1.3 Transnational event to share the pilot actions

Expected output the external service provider must guarantee:

- The external service provider will support, with the lead of CIHEAM Bari, the monitoring of the local LL activities implementation and support the overall concept of the pilot action organization.
- Methodological support to plan the prioritized action to be piloted
- Collect and assess progresses against data collected (see WP3)
- WP6 - Mediterranean Food Policy Coalition
 - A.6.1.1 IT Platform
 - A.6.1.2 Mediterranean Food Policy strategy
 - A.6.1.3 Launch of the Mediterranean food policy coalition

Expected output the external service provider must guarantee:

- Support the design and contents the Mediterranean Coalition builds on.
- Involve and mobilize new cities and organizations
- Propose topics of discussion and networking development
- Draft of the policy paper to the sustainability of the Coalition

2. SCOPE OF THE WORK

2.1. General

2.1.1. Description of the assignment

The external service provider will ensure a dedicated methodological and operational support role, with the aim of ensuring consistency between the various components of the project and strengthening its integration with ongoing activities. The intervention will be aimed at accompanying the technical implementation of the above-mentioned WPs and enhancing coordination among peer learning activities, (WP3 and WP5) the governance solutions, (WP4) and the international dimension of food policies (WP6).

Support for the technical coordination of the various WPs

- Support the city-to-city process
- Living Lab support
- Support to the MED coalition as a platform enabling connections with other networks and initiatives in the Mediterranean Region

2.1.2. Geographical area to be covered

The Mediterranean region within the NEXT MED and EURO MED Cooperation Area, if needed.

2.1.3. Target groups

Partners' cities, other local authorities in the area, international organizations and NGOs/associations

2.2. Specific work

The External Service Provider will provide high-level technical and methodological support to ensure the successful delivery of the Cross-Border programme. Under the leadership of CIHEAM Bari, the expert will facilitate vertical integration across WP3, WP4, WP5, and WP6, ensuring consistency between project components and enhancing the international dimension of local food policies.

Key Responsibilities:

- **Technical & Methodological Coordination:** Provide specialized support to defining methodologies and procedures for participatory governance models. Ensure operational coordination to align technical implementation with overall project objectives.
- **City-to-City & Cross-Border Facilitation:** Manage the connection with new cities by sharing materials, documentation, and technical expertise. Facilitate follow-up processes to strengthen the urban network and the Cross-Border exchange.
- **Living Lab (LL) & Pilot Action Management:** Support and monitor the implementation of local Living Lab activities. Oversee the organizational concept of pilot actions and develop strategic guidelines to ensure long-term impact and sustainability.
- **Coalition Building & Advocacy:** Support the Mediterranean Coalition (WP6) as a strategic platform for city dialogue. Widen connections with international networks and initiatives, promoting multi-level advocacy to secure policy and financial support from higher decision-making bodies.
- **Documentation & Reporting:** Deliver comprehensive technical reports and materials to support the ongoing activities and the Mediterranean dimension of the food policy platform.

2.3. Project management

2.3.1. Responsible body

The Innovation and Knowledge Transfer Area of the CIHEAM Bari will be responsible for managing the contract related to the project

3. LOGISTICS AND TIMING

3.1. Start date & period of implementation of tasks

The intended start date is 20 April 2026 and the period of implementation of the contract will be 28 months from this date.

4. REQUIREMENTS

4.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

4.1.1. Key experts

Given the nature of the assignment, four key expert positions have been identified. The implementation of the project's activities requires professionals with complementary expertise capable of providing consultancy, facilitation, and technical support for capacity-building activities dedicated to a wide range of actors, including public officials, practitioners, civil society organizations, citizens, and other stakeholders involved in the local food system. Through their advisory and facilitation roles, they shall contribute to the development of participatory approaches to food system governance, encouraging collaborative engagement and inclusive dialogue.

Note that the selection procedures used by the contractor to select the experts who provide input to the contract must be transparent and must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Key expert 1: Expert in territorial policies and sustainable food systems

Key expert 2: Facilitator, trainer

Key expert 3: Expert in governance and food system policies

4.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

4.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.,

4.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

5. REPORTS

5.1. Reporting requirements

The contractor will submit the following reports in English in one original copy:

- **1st Interim report within the first year of the implementation period.** In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. The final report must be provided along with the corresponding invoice.
- **2nd Interim report within the second year of the implementation period.** In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. The final report must be provided along with the corresponding invoice.

-
- **Final Report** of maximum 12 pages to be produced at the end of implementation period (M28, corresponding to the project end). In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. The final report must be provided along with the corresponding invoice.

5.2. Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.